



Foreign Affairs Manual

3 FAH-1 — Personnel Operations Handbook

Change Transmittal: POH-155

Date: November 6, 2012

3 FAH-1 H-3720 REST AND RECUPERATION (R&R) TRAVEL

Changes

1. This Change Transmittal issues the following revisions to 3 FAH-1 H-3720:
 - **3 FAH-1 H-3721.1, Recommending Rest and Recuperation (R&R) Travel Designation:** In those countries where an embassy does not exist, the principal officer at post may recommend designation as an R&R post;
 - **3 FAH-1 H-3721.3, Initial R&R Travel Designation Process:** All special R&R travel requests are processed separately under 3 FAM 3727; and
 - **3 FAH-1 H-3721.4, Biennial R&R Travel Redesignation Process:** To justify continued eligibility for this benefit, all posts that are currently approved for R&R travel are required to submit to the Department of State's Office of Allowances (A/OPR/ALS) biennially Form DS-267, Post Hardship Differential Questionnaire, through the eAllowances system.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is brand new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Bureau of Human Resources Office of Employee Relations Work Life Division

(HR/ER/WLD). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAH-1 H-3720 (CTL:POH-153; 06-22-2012) and insert new subchapter 3 FAH-1 H-3720 (CT:POH-155; 11-06-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:POH-155, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.